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OC-P M 73-~~075~~ 076

14 AUG 1973

MEMORANDUM FOR: Executive Assistant, OC
SUBJECT : OC ADP Requirements
REFERENCE : (a) OC-M-73-425
(b) PCS-M-73-035

Attached is a revised submission of reference b requirements. Sample copies of required reports are also attached. Present reporting formats are entirely satisfactory, and all reports are being received from the Agency and OC elements indicated in the samples. We believe that on-line retrieval capability is desirable.

25X1A

Chief, Programs and
Budgeting Staff, OC

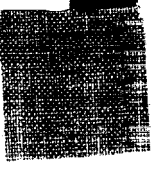
2 Atts
Att 1: Requirements
Att 2: Sample Copies - Reports

Distribution:
Orig. & 1 - Executive Assistant, OC

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2. IMPDET CL BY 004738

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REQUIREMENTS

MONEY

- ✓ 1. Monthly overtime report in hours.
- ✓ 2. Program Trend Report Analysis (Monthly). 25X1A
[REDACTED] *DD/mes/11*
- ✓ 3. Deviation - Office Report (Monthly). *OK*
- ✓ 4. Reprogramming - Office Report (Quarterly). *OK*
- ✓ 5. Program Estimate for FY__ (Budget Worksheet). *OK*
- ✓ 6. Obligation Forecast (Monthly Rate of Obligation). ↓
7. Inventory of ADP Equipment - Quarterly. *OSCS*

PEOPLE

- ✓ 1. Strength Report.
- ✓ 2. TDY Man-Day Report By Month and Job Specialty and Area.
(From Field Quarterly Reports)

THINGS

- ✓ 1. Registered Crypto Equipment in Use.

PAPERWORK AND PROCEDURES

- ✓ 1. Staff Communications Data (Message Figures).
2. Semi-Annual Message Count by Individual Stations and Agency.
3. Quarterly Alphabetical List of Stations - Active Crypto Facilities.
4. Quarterly Leased Line Summary.
5. Training Statistics
 - (a) Internal OC Training for OC Personnel
(Cryptographic, Technical, Operational, Enrollment)
 - (b) Internal Non-OC Courses Attended by OC Personnel
(Man-Weeks Non-OC Agency Courses)
 - (c) External OC Training
(Academic, Senior & Other Gov't Schools, Technical-
by Man-Weeks)

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[REDACTED]

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REQUIREMENTS
(Continued)

5. Training Statistics (Continued)

- (d) Annual Report of OC Training
- (e) Annual Report of OC Training Given Non-OC Personnel
(Man-Weeks Technical, Cryptographic, Operational
Courses and Enrollment)

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